



# CITY OF ATLANTA

## JOB ANNOUNCEMENT

### INVESTIGATION MANAGER

**STARTING SALARY: \$44,307 – 56,371**

**SALARY GRADE: 22**

**Applications Accepted From: December 27, 2005 until Vacancies are filled**

#### **Minimum Job Requirements**

Applicants for this position must have a Bachelor's degree in Business, Accounting Public Administration, Criminal Justice or other related field with four years of law enforcement experience or investigative work; **certified fraud examiner or commitment to obtain the certification within one year.** Equivalent combinations of education, training and experience providing the requisite knowledge, skills, and abilities for the job will be considered.

#### **Duties of the Job:**

The purpose of this job is to conduct investigations of allegations of ethical violations, fraud, waste and abuse of City resources. Duties include but not limited to; investigating the conduct of any City official, city employee, or entity that deals with the city or its agencies; interviewing complainants, witnesses, and other involved parties to gather facts surrounding allegations; preparing accurate and concise documented investigative summaries, status reports and final reports with recommendations; requesting preparing and serving subpoenas and records; assisting counsel in preparing evidence, documents and witnesses for hearings and other legal proceedings; testifying as witness in court and administrative hearing; supporting the review of financial disclosure statements, answering telephone, responding to email, interviewing persons who complain in person, monitoring ethics complaints filed online and making appropriate referrals on non-jurisdictional allegations.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

\*All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.